Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:
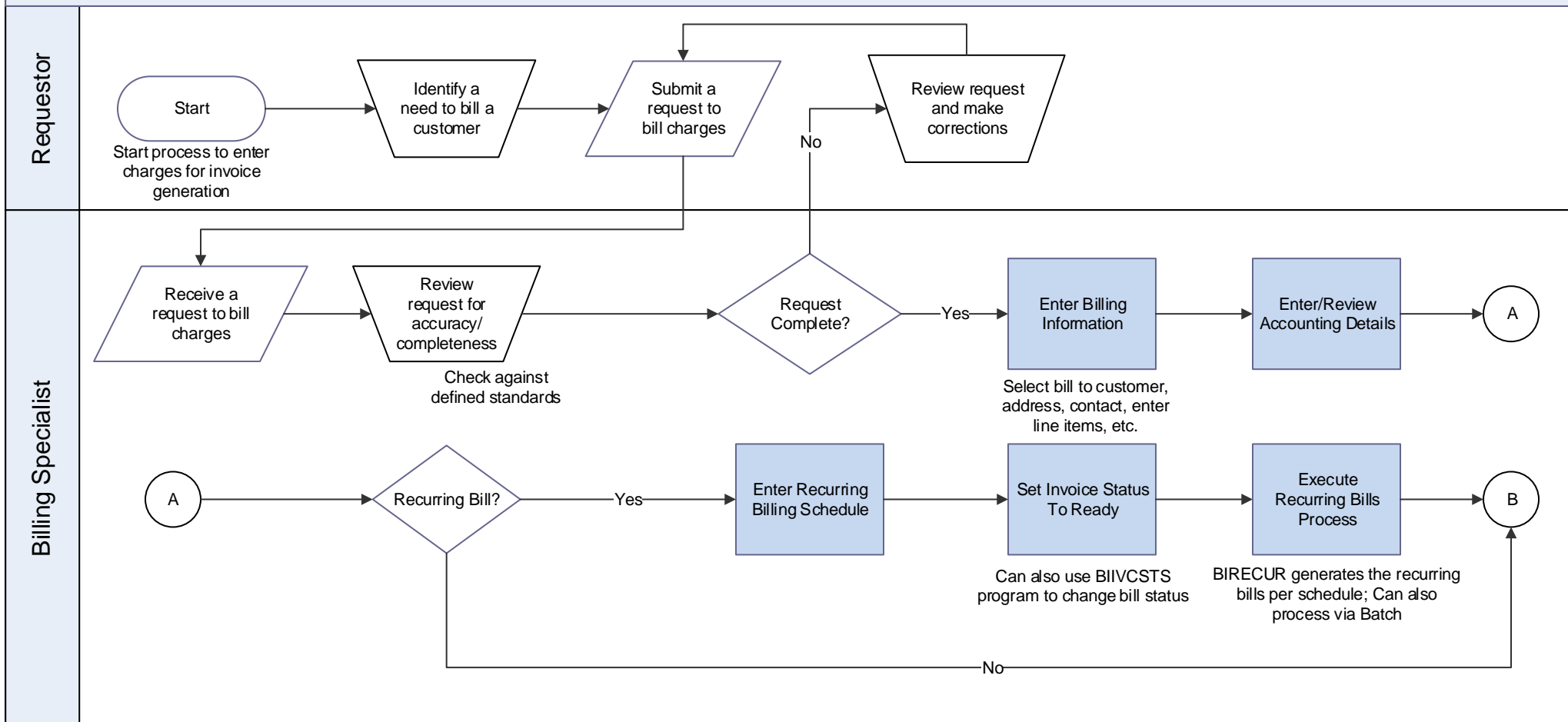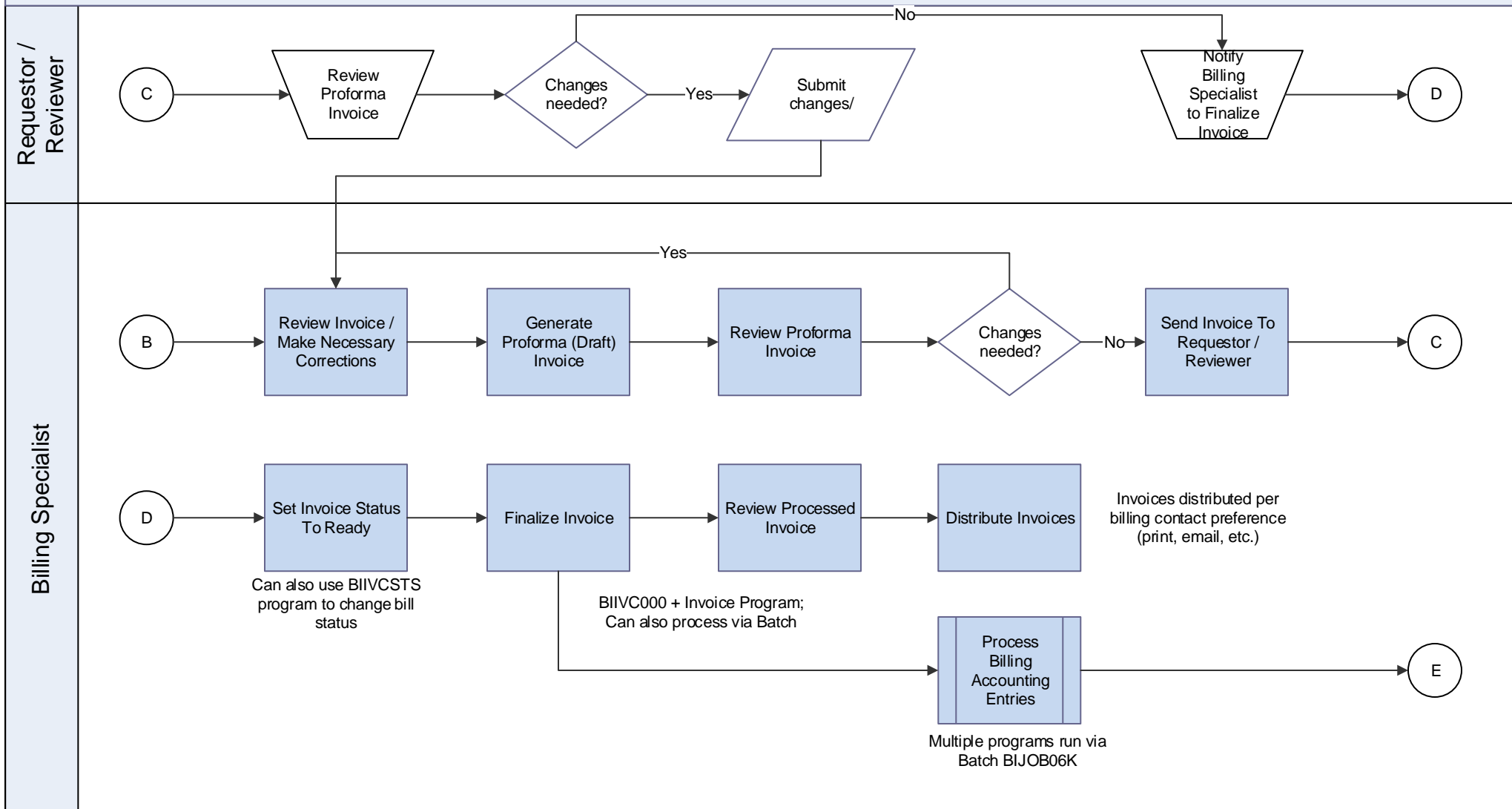
Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

(Symbol: Start/End — rounded rectangle)

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

(Symbol: Decision — diamond)

System Task - Represents an individual step or activity in FI$Cal.

(Symbol: System Activity — shaded square)

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

(Symbol: Manual — trapezoid)

Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

(Symbol: Input — parallelogram)

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

(Symbol: A — circle)

Interface – Data conversion from one electronic system to another.

(Symbol: Interface — flag/banner shape)

Batch Process - Represents a batch process within FI$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

(Symbol: Batch Process — shaded rectangle with side bars)

Flow Arrow

(Symbol: arrow)

Intra Integration Process - A input or Output to some other process within the same capability

(Symbol: Intra Integration Process — rectangle with shadow)

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

(Symbol: Output — document shape)

Role

Swim lanes used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

FI$Cal
Financial Information System for California

AR2 – Generate and Adjust Invoices

Requestor

Start

Start process to enter charges for invoice generation

Identify a need to bill a customer

Submit a request to bill charges

Review request and make corrections

No

Billing Specialist

Receive a request to bill charges

Review request for accuracy/completeness

Check against defined standards

Request Complete?

Yes →

Enter Billing Information

Select bill to customer, address, contact, enter line items, etc.

Enter/Review Accounting Details

A

A

Recurring Bill?

Yes →

Enter Recurring Billing Schedule

Set Invoice Status To Ready

Can also use BIIVCSTS program to change bill status

Execute Recurring Bills Process

BIRECUR generates the recurring bills per schedule; Can also process via Batch

B

No

FI$Cal
Financial Information System for California

AR2 – Generate and Adjust Invoices

Requestor / Reviewer

C → Review Proforma Invoice → Changes needed?

Changes needed? — Yes → Submit changes/

Changes needed? — No → Notify Billing Specialist to Finalize Invoice → D

Billing Specialist

B → Review Invoice / Make Necessary Corrections → Generate Proforma (Draft) Invoice → Review Proforma Invoice → Changes needed?

Changes needed? — No → Send Invoice To Requestor / Reviewer → C

Changes needed? — Yes → (back to Review Invoice / Make Necessary Corrections)

Can also use BIIVCSTS program to change bill status

D → Set Invoice Status To Ready → Finalize Invoice → Review Processed Invoice → Distribute Invoices

Invoices distributed per billing contact preference (print, email, etc.)

BIIVC000 + Invoice Program; Can also process via Batch

Process Billing Accounting Entries → E

Multiple programs run via Batch BIJOB06K

FI$Cal
The Next Generation
Financial Information System for California

AR2 – Generate and Adjust Invoices

State Controllers Office

Start

Start process to update Billed Department's Direct Transfer Coding on open vouchers

→ **Notify Billing Department of Need to Update Direct Transfer Coding**

Billing Department Billing Supervisor

Start

Start process to add/ update Billed Department's Direct Transfer Coding

→ **Notify Billed Department of Need to Add/ Update Direct Transfer Coding**

→ **Receive New/ Updated Direct Transfer Coding**

→ **Add/update Direct Transfer Coding For Billed Department Customer**

→ **Direct Transfer Vouchers need updating?**

Determine if there are open direct transfer vouchers that need their coding updated

— No → **End**

— Yes → **Update Direct Transfer Voucher Process**

Process updates Direct Transfer coding on open vouchers with new Direct Transfer coding

Billed Department

Submit New/ Updated Direct Transfer Coding

AR2 – Generate and Adjust Invoices

Billing Specialist

E → Process Budget Check → Budget Checking Errors?

Multiple programs run via Batch BIJOB06K

Budget Checking Errors? → Yes → Correct Budget Errors → (back to Process Budget Check)

Budget Checking Errors? → No → Load AR

Load AR
BILDAR01
Process sends invoices to AR staging area

Load AR → Post Receivables

Post Receivables
ARUPDATE process posts receivables in the AR module

Post Receivables → AR - Enter and Maintain Receivables

AR - Enter and Maintain Receivables
Business Process to review posting in AR

AR - Enter and Maintain Receivables → End

Load AP
BIGNAP01
Process sends interagency invoices to AP for voucher creation

GL – Enter and Process Journals
Business Process to send Billing Accounting Entries to the General Ledger

GL – Enter and Process Journals → End

FI$Cal
The Next Generation
Financial Information System for California

AR2 – Generate and Adjust Invoices

Billing Specialist

Billable Charges Interface

Process to load data into Billing staging tables

Start

Start process to create invoices for billable charges from Project/ Grants/Contracts Modules or from external systems

CA – Process Billing and Revenue

Business Process from Projects/Grants/Contracts

Process Billing Transactions

BIIF0001 Billing process takes data from staging tables to create temporary bills

Review Billing Process Postings

Transactions in Error?

— Yes → **Correct Transactions**

— No → **Charges from External Interface?**

— Yes → B

— No →

Review Temporary Worksheet Bills → **Generate Proforma (Draft) Invoice** → **Send Invoice To Requestor / Reviewer** → **Mark Temp Bill To Become An Invoice** → **Process Worksheet To Invoice** → D

Invoice Requestor / Reviewer

Notify Billing Specialist

No

Review Proforma Invoice → **Changes needed?**

— Yes → **Submit changes/** → F

— No → Notify Billing Specialist

FI$Cal
The Next Generation
Financial Information System for California

AR2 – Generate and Adjust Invoices

Requestor / Reviewer

G → Review Proforma Invoice → Changes needed? — Yes → Submit changes/ → Make Requested Corrections

Changes needed? — No → Notify Billing Specialist

Submit changes/ → Make Requested Corrections

Notify Billing Specialist → Mark Temp Bill To Become An Invoice

Billing Specialist

F → Make Requested Corrections

Make Requested Corrections → Send back all charges?

Send back all charges? — No → Send back only some charges?

Send back all charges? — Yes → Mark Temporary Worksheet Bill For Deletion

Send back only some charges? — No → Combine charges with another bill?

Send back only some charges? — Yes → Select Charges To Defer

Deferred charges sent back to PC/CA; return with next run of Contract to Billing cycle

Combine charges with another bill? — No → Print Proforma (Draft) Temporary Bill

Combine charges with another bill? — Yes → Select Add To Bill Invoice Number

Select Add To Bill Invoice Number → Print Proforma (Draft) Temporary Bill

Print Proforma (Draft) Temporary Bill → Send Invoice To Requestor / Reviewer → G

Mark Temp Bill To Become An Invoice → Process Worksheet To Invoice → D

Mark Temporary Worksheet Bill For Deletion → Process Worksheet Deletions → End

Charges on deleted worksheets return with next run of Contract to Billing cycle

FI$Cal
The Next Generation
Financial Information System for California

AR2 – Generate and Adjust Invoices

Requestor

Start — Start process to adjust invoices → **Identify a need to adjust an invoice** → **Submit a request to adjust an invoice**

Billing Specialist

Receive a request to adjust an invoice → **Review Invoice To Be Adjusted** → **Notify Billing Adjuster**

Review New Invoice(s) Created By Billing Adjuster → **Additional Adjustment Required?**

- No → **B**
- Yes – Charges from Billing → **Update Adjustment Bill** → **B**
- Yes - Source Module → **Notify Source Module and/or Requestor** → **Follow steps for PC/GM/CA Charges to Billing after corrections are made!**

Billing Adjuster

Adjustment Type?

- Specific Lines → **Select Bill Lines For Adjustment Action**
- Full Credit Invoice → **Select Credit Only Bill Adjustment Action**
- Full Credit Invoice & New Adjusted Invoice → **Select Credit & Rebill Adjustment Action**

→ **Notify Billing Specialist**